



State of Arizona
Department of Education

Tom Horne

Superintendent of
Public Instruction

Date: August 1, 2007

Superintendent / President
LEA
Address
City, AZ Zip

Subject: Cycle 1 Monitoring

Dear Superintendent / President:

The No Child Left Behind (NCLB) legislation, effective January 8, 2002, requires that states carry out monitoring and evaluation activities to determine the effectiveness of educational programs that serve the needs of at-risk students and their teachers. The Arizona Department of Education (ADE) has developed a 6-year self-assessment monitoring process in which different requirements will be reviewed in each of the six years. The complete monitoring process includes reviewing policies and procedures, the Local Educational Agency (LEA) Consolidated Plans, applications for funds, completion reports, audit reports, needs assessments, professional development activities, highly qualified personnel requirements, school improvement requirements, innovative programs, and Title I provisions as well as some other state and federal programs.

This monitoring process is to ensure that all LEAs are complying with the requirements of NCLB. Each LEA is scheduled to move annually through the 6-year cycle; your LEA has been assigned to Cycle 1 for the 2007-2008 school year. This means that you will use the enclosed Cycle 1 self-assessment checklists (printed on blue paper) to review the required components of your NCLB programs and Title I schools to ensure compliance with these requirements. Each item is listed separately so that you can indicate compliance or non-compliance. The completed Statement of Assurance, Cycle 1 checklist forms and Compliance Activities Worksheets along with the requested documentation are then returned to the ADE.

Even though the ADE has implemented an on-going review process, we will be looking at some items only once during the six year process. It is still your responsibility to review and revise, if necessary, your Consolidated Plan and programs at least annually.

The activities for Cycle 1 are as follows:

- Policies and Procedures Verification
 - ❖ LEA Title I Parent Involvement Policy
 - ❖ School Title I Parent Involvement Policy containing the School-Parent Compact
 - ❖ Homeless Education Policy
 - ❖ Homeless Education Dispute Resolution

Enclosed you will find a checklist for each of the policies mentioned above. In addition you will find a Title I School Parent Involvement Policy and School Parent Compact Worksheet (printed on white paper). The process for completing the checklists and worksheet are indicated below:

- ❖ The LEA will complete the LEA Title I Parent Involvement Checklist and, if necessary, the Cycle I Compliance Activities Worksheet.
- ❖ The LEA will give a copy of the Title I School Parent Involvement Policy and School-Parent Compact Worksheet and Cycle 1 Compliance Activities Worksheet to each Title I school to complete. The LEA will assign a date for each worksheet to be returned to the NCLB Coordinator for review.
 1. Each Title I school will complete the Title I School Parent Involvement Policy and School-Parent Compact Worksheet and if necessary the Cycle 1 Compliance Activities Worksheet and return them to the LEA NCLB Coordinator for review.
 2. The LEA will review the completed worksheets from its Title I schools and compile the information on the LEA Title I School Parent Involvement Policy and School-Parent Compact Checklist and, if necessary, the Cycle I Compliance Activities Worksheet.
- ❖ The LEA will complete the Homeless Education Policy and Procedures Checklist and, if necessary, the Cycle I Compliance Activities Worksheet

Directions for completing the monitoring process:

1. Review each item on the checklist/worksheet.
2. Determine if each item is in compliance **(I)** or out of compliance **(O)**.
3. If the item is present and in compliance, mark the item **I**.
4. If the item is missing or non-compliant, mark the item **O**.
5. For any items marked **O**, the LEA will complete the attached Cycle 1 Compliance Activities Worksheet to indicate how the LEA will bring the item(s) into compliance.
6. If the LEA needs technical assistance in a particular area, complete that section of the Cycle 1 Compliance Activities Worksheet.
7. Once all the Checklists have been completed, please sign the Statement of Assurance verifying that all requirements have been met.
8. Mail all the documentation requested, the Statement of Assurance, and the checklists to ADE by **December 1, 2007**. Retain the worksheets for your records.

Mail to:

Ms. Bobbie Orlando
Arizona Department of Education
1535 W. Jefferson Ave Bin #32
Phoenix, AZ 85007

***NOTE**

If your LEA decides to decline Title I funds this year or if your LEA was not eligible to receive Title I funds this year, it will not be necessary for you to conduct the self-assessment of your NCLB programs. Instead of returning the self-assessment cycle documentation, please complete the information on the attached memorandum and return it by **October 1, 2007 to:**

**Lois Kruse
Arizona Department of Education
1535 W. Jefferson, Bin #41
Phoenix, AZ 85007**

Thank you for your assistance in conducting the monitoring of your NCLB programs. If you have any questions or need technical assistance, please contact your assigned specialist.

Sincerely,



Bobbie Orlando
Monitoring Manager for NCLB Programs
602-542-4392

CC: NCLB Coordinator
Specialist

HOMELESS - No Child Left Behind – Title X, Part C

Subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.)

SEC. 725. DEFINITIONS.

For purposes of this subtitle:

(2) The term homeless children and youths' —

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes —

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children